

**GOVERNMENT OF ANDRA PRADESH  
ABSTRACT**

Establishment., - Finance Department – Permission to encashment of earned leave to Smt G.V.D Lakshmi, S.O. – Orders – Issued.

---

**FINANCE (OP.I) DEPARTMENT**

**G.O.Rt.No. 854**

**Dated: 07-03-09  
Read the following:**

1. Cir.Memo.No.15620/C/FR.I/2008, Finance (FR-I) Dept., Dated: 4-06-2008.
2. Application from Smt G.V.D. Lakshmi, S.O., dated 06-03-09.

\* \* \* \* \*

In terms of orders issued in the reference first cited, the Smt G.V.D. Lakshmi, S.O. of Finance department is permitted to surrender Earned leave as shown in the Annexure to this order. The details of Surrender Leave are shown in the annexure.

2. Certified that the encashment of earned leave now permitted for the financial year 2008-2009 has not been sanctioned and availed by the Officer earlier.

5. Necessary entries have been made in the S.Rs. of the concerned.

6. Finance (Claims) Department shall draw and disburse the surrender leave salaries to the concerned individuals for leave surrendered by them.

(BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH)

**Y.RAMA KRISHNA  
ADDITIONAL SECRETARY TO GOVERNMENT**

To  
The Officer,  
Copy to :  
Finance (Claims) Dept.  
Dy.P.A.O., Sectt., Br. Hyd.,  
SF/SCs

//FORWARDED :: BY ORDER//

**SECTION OFFICER**

**ANNEXURE TO G.O.RT.NO. 854 , FINANCE (OP.I) DEPARTMENT.**

**DATED:7 -3-2009**

Sl. No	Name and Designation	Surrender of leave availed previously From                  To		Surrender of leave availed now From                  To		No. of days Surrendered	Balance of Earned leave as on 02-3-09
1.	Smt GVD. Lakshmi, S.O.	--	---	07.03.09	21.3.09	15	

**FINANCE (OP.I) DEPARTMENT**

Sub: Establishment., - Finance Department – Permission to encashment of earned leave to Smt G.V.D. Lakshmi, S.O. – Orders – Issued.

Ref: 1. Cir.Memo.No.15620/C/FR.I/2008, Finance (FR-I) Dept., Dated: 4-06-08.  
2. Application from Smt G.V.D. Lakshmi, S.O. .. dated 06-03-2009.

**&&&&**

Please see the applications received from the Officer placed below at Page 1 c.f.

It is submitted that Smt. G.V.D. Lakshmi, S.O. of Finance Department have applied for permission to surrender Earned Leave for a period of 15 days.

2. In this connection, it is submitted that according to instructions issued in Cir. Memo.No.15620-/C/FR.I/2008, Finance (FR.I) Department, dated 4-06-2008, the schedule for the surrender / encashment of Earned Leave for the current Financial Year 2008-2009 to regulate the expenditure as follows:-

September & October, 2008	Last Grade Employees.
November & December, 2008	N.G.Os including Police personnel and Teachers
January & February, 2008	Gazetted Officers including AIS Officers

3. The above officer is Permitted to surrender for 30 days of Earned leave. The details of previous surrender of leave and the details of surrender of leave at present and balance of E.L indicated in the annexure to the draft order.

4. Subject to orders a draft order is put up below for kind approval.

**ANNEXURE TO G.O.RT.NO. 854 , FINANCE (OP.I) DEPARTMENT.**

**DATED: 7 -3-2009**

Sl. No	Name and Designation	Surrender of leave availed previously		Surrender of leave availed now		No. of days Surrendered	Balance of Earned leave as on 02-3-09
		From	To	From	To		
1.	Smt GVD. Lakshmi, S.O.	--	---	07.03.09	21.3.09	15	